504 Help Wanted Office-Clerical

MATURE PERSON with good clerical skills to work in the property casualty insurance company. Must type a minimum of 40wpm. Good working conditions and benefit package to qualified person. Northwest area. Call Mr. Mc Donald between 2pm and 3 pm at 348-7500

MEDICAL RECEPTIONIST, full or part time position for experienced, organized individual with good communication skills, in Southfield. 350-1130

MICHIGAN DESIGN CENTER SHOWROOM seeks Receptionist/Clerical to assist sales staff. Must be organized and have pleasant telephone/file hours. $6.50 per hour. Call 643-0333

MORTGAGE BANKING FIRM in Rochester is seeking and individual with good communication skills, type 60wpm or better and is familiar with word processing. Call Mon-Fri, 9-5 656-1800

NEWLY OPENED FUTURE FORCE CLERICAL DEPARTMENT Has Numerous Positions Available - NOW!

- General Clerical
- Accounting Clerks
- Receptionist w/switchboard
- Data Entry

All positions available on the side Call NOW for an appointment

728-6770

NURSING OFFICE SECRETARY Qualified applicant must possess with excellent organizational and communication skills. Responsible for complete full scope office secretarial and clerical functions, and assisting with management goals sonnel in specific task completion. Familiarity with staffing functions, dictaphone and IBM/PC with Word-Perfect desirable. Oak Pleasant work environment. Competitive wage and benefit package. Please apply at Westland Convalescent Center, 36137 W. Warren, Westland, MI. 261-8185

OFFICE ASSISTANT - 2 person office. Complete office and accounting work. Must have use of computers. Salary commensurate with experience. Resume to 23180 Industrial Rd., Livonia, MI 48150 or call 427-8320

OFFICE ASSISTANT for Livonia based medical equipment company. Must have good communication, organizational skills, highly motivated and detail oriented individual, person who works well with people need apply. Call Mon thru Fri 591-9355

OFFICE CLERICAL - PART-TIME For nationwide plumbing company. Benefits available. Applicant should could turn into full-time. Interested in working for a growing company, join Joe Hogan to set up an appointment at 478-7758

OFFICE CLERK - PART TIME W. Bloomfield (Home Builder's office) Computer literate, pleasant, friendly figure aptitude, $7 per hr. or depending on experience. Fee paid. B. HAMIL PERSONNEL 424-8470

OFFICE DISPATCH Plumbing company in Farmington Hills. Light typing, filing. Happy, fun, looking for mature, dependable person with phone experience. Some experience necessary, will train full time position available. Evening shift 3-11pm. Thurs thru Mon. Phone for appointment. 478-7758

OFFICE GIRL Full & part time. Great opportunity, nice atmosphere. West Bloomfield furniture store. 661-5777

OFFICE HELP WANTED, part time, from 2 to 5pm, Mon thru Fri. Must have typing and light bookkeeping. Starting at $5.25 an hour. Ask for Robin. 646-3232

OFFICE MANAGER (One person office) - Mature & reliable individual. Payroll, accounting, typing, public contact. Send resume/salary to: Office Manager, 5666 Westland Dr. West, W. Bloomfield 48033

OFFICE MANAGER & ASS'T OFFICE MANAGER. 2 prime openings for experienced, self-motivated, mature and service oriented. Both must have strong word and data processing experience. Manager will also need strong supervisory skills. Distinctive surroundings serving top professionals. Send resume with salary requirements to General Manager, 2000 Town Center, Suite 1900, Southfield, MI 48075

PART TIME Secretarial - flexible hours, good typing, cordial phone manner. Birmingham/Troy area. 642-3300

PART-TIME SECRETARIAL/Receptionist position with General Office experience in immediate opening with established Southfield firm. Secretarial experience necessary. WordPerfect Word Processing background helpful. Good telephone communication skills essential. Call for interview 557-8200

PATENT TRADEMARK LEGAL SECRETARY Ultra pleasant, fast paced firm seeking full time Patent Trademark experience and experienced. Competitive benefit package, excellent salary. Send resume to Attention: Personnel Associates 4000 Town Center, Suite 578 Southfield, MI 48075 Or Call 355-4140

PAYROLL CLERK Full-time position in property management office. Computerized payroll knowledge required. Good benefit package. Call Mon. thru Fri. 9am-5pm 352-2015 An Equal Opportunity Employer

PAYROLL SPECIALIST Must have done payroll, taxes, general ledger reports & workers compensation. Must have salary. Benefits & $20,000. All fees paid by employer.

#1 Personnel Place 274-4230

PERSONNEL COORDINATORS & Administrative Bookkeepers for expanding, independent help service, minimum 1-2 yrs experience. Reply + Temporary help, Box #403, Birmingham, MI 48012

PHARMACIST, PART TIME 10AM-7PM one or two days a week No Sundays Oak Park store Call Mitch 968-4997

POLICYOWNER SERVICE CLERK Life insurance company has clerical opening in its Policyowner Service Department. Incumbent requires figure aptitude and moderate typing skills. Some data entry experience helpful. Excellent salary, benefits and benefit package. Contact Personnel Department.

MUTUAL OF DETROIT INSURANCE CO 333 Plymouth Road Plymouth, MI 48170 453-8500

POSITION AVAILABLE in the fast paced field of employee relocation. The ideal candidate will have some real estate knowledge and excellent typing and word processing skills. The ability to work well under pressure along with excellent interpersonal and organizational skills are a must. Position located in Detroit New Center area. Please submit your resume and salary requirements to: P.O. Box 930, Troy, MI 48084 or fax to 158-3074, Attn: Robin Bernstein.

RECEPTION/General Office. Responsibilities include typing, order entry, filing, etc. 30-40 hrs /wk. Send resume to: 25907 Trowbridge, Inkster, MI 48167, Attn. Brenda

RECEPTIONIST Livonia CPA firm seeks experienced receptionist/secretary. Typing/word processing and general office experience preferred. Send resume to: Box #958 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST Small Southfield, general practice law firm. Some clerical skills necessary. 552-0400

RECEPTIONIST ON ANIMAL TECH. Full or part-time, Canton. Must have Good phone manner. Call for Interview 981-4400

504 Help Wanted Office-Clerical

PERSONNEL High energy, dynamic personnel needed by group interested in sales/marketing background. Strong communication skills, detail follow-up and professional appearance. Sales and professional background a plus. Fee Paid St. Clair Shores 774-0730 Troy 649-4144 Harriet Sorge Personnel

PHONE RECEPTIONIST We are a growth oriented manufacturing firm looking for talented individuals to handle our incoming phone calls at our corporate office. Looking for 2 individuals (10 to noon, 7am-4pm and 11 to work 10am-7pm. Please send resume and cover letter to.

Accounting Manager P. O Box 25005 Plymouth, MI, 48170

PRINT ROOM CLERK-The position offered requires an individual experienced in the reproduction and filing of engineering drawings and related documents. Send resume with salary requirements to VDO Yazaki Corp., 1773 Star-Batt, Rochester Hills, MI 48309

RECEPTIONIST Needed for busy Nail salon. Part or possible full time. Call Ken, 464-9622

RECEPTIONIST - front desk for large Bloomfield Hills apt. agency, switchboard a plus, $7/hr. Call Rose at Unforce 646-7664

RECEPTIONIST - Excellent typing skills. Computer data entry for automated bookkeeping system in Livonia. Call Kathy, 1-5pm 522-9322

RECEPTIONIST Grand River/Southfield area. Must have clear pleasant voice, math, typing & filing ability. We train, must have own transportation. Call between 9-5, 773-3300

RECEPTIONIST/SECRETARY. Full time, 8:30am-5:00pm, has excellent phone skills, must be people oriented, high mobility, experience helpful. Call Jan 949-8800

RECEPTIONIST -TYPIST Handle a variety of administrative duties and busy phones in small fast-paced office. Smoke-free environment Call Kathy 557-8961

RECEPTIONIST/SECRETARY/BOOKKEEPER needed for small progressive design oriented coat cabinet distributor for residential & commercial use. Call Mary 10-6, salary & benefits negotiable 549-7200

RECEPTIONIST Excellent for a student or homemaker, or anyone who does not want to work 40 hours. Good pay - no fee. Call 425-6226

ETI Temporary Service

RECEPTIONIST/SECRETARY Immediate opening for full time position with growing CPA firm. Sharp, dependable person with good typing skills, knowledge of word processing, telephone skills & clerical duties. Salary to commensurate with experience. Send resume & salary requirements to 30800 Telegraph Rd., Suite 2725, Birmingham, Mi., 48010

RECEPTIONIST SECRETARY Benefits, Apply within. J. D. Power 4665 Park, Plymouth 451-3300

RECEPTIONIST/Clerical Full time Telephone experience & light typing required. Randolph Travel & Tours, Birmingham. 645-5050

RECEPTIONIST Royal Oak Monday Oz needs receptionist for phones and general office duties. Entry level position. Send resume to: Resume, 1825 Bellair, Royal Oak, MI 48067.

RECEPTIONIST - suburban professional firm needs a Experienced person with telephone and some typing. Send resume to: D. Gruen, 32515 Northwestern, Southfield MI 48034

RECEPTIONIST-mature woman for small insurance office located at Woodward/Long Lake 9am-3pm, $5 per hr. Call between 9-30am, 3-30pm, 540-4958

RECEPTIONIST Experienced Receptionist full time, for busy Travel Agency. Salary and benefits negotiable. Contact Angie Lewalle 540-3322

RECEPTIONIST/ CUSTOMER SERVICE For Rochester area printing company. Opportunity, fringe, and other entry (Prior printing background helpful.) Call 9-4 652-7604

RECEPTIONIST Entry level position. Must be patient and energetic for our customer service dept. Apply in person is. Magic Motor Sports, 32443 Ford Rd, Garden City

RECEPTIONIST/SWITCHBOARD Full time. Apply in person. Deck of Country Club in W. Bloomfield

Full-time. Wed. thru Sun. 8am-4pm or 1pm-9pm. Call weekdays, 10am-3pm. 855-1900

RECEPTIONIST/TYPIST 20 hours per week. Troy location. Typing 45-50 wpm. If you enjoy working with people, call Angie at 528-5122.

SNELLING TEMPORARIES

RECEPTIONIST/ADMINISTRATIVE ASSISTANT TRAINEE To 37,000-Large company seeks candidate with both organizational & interpersonal skills. Must type 50wpm. Computer training to teach word processing. Fee paid 525-7870

RECEPTIONIST Immediate opening/Royal Oak. Must have phone experience. Ability to work with numbers and relate well to diversified staff/clientele. Inquire to Andrea Marker, Catholic Social Services 333-3712 An Equal Opportunity Employer

RECEPTIONIST/SECRETARY Position requires answering phones, light typing & filing, data entry & word processing skills are a plus. Good working conditions & benefits. Please apply in person between 8am & 4pm. Grand Lakes Boat Top Co., 200 N. Industrial Dr., Plymouth 459-8080

RECEPTIONIST/SECRETARY General Contracting company located in Farmington Hills is seeking a special individual with an outgoing personality to work in a fast-paced office. Duties include experience in multi-phones, good verbal skills, typing 50wpm, secretarial skills, President. Salary commensurate with experience. Resume required. Newport Construction. 489-0200

RECEPTIONIST - an immediate opening exists at Plymouth Ct. Health Care, a long term, skilled nursing center. Entry level position, high school education necessary. Typing, filing & preparing reports. Some medical record experience desired but not essential. Hrs 8:30am-3pm Mon. thru Fri. Pleasant manner with visitors, staff & residents, congenial working atmosphere. For immediate consideration apply in person only to Plymouth Ct. Health Care, 105 Haggerty Rd., Plymouth, MI.

An Equal Opportunity Employer

RECEPTIONIST Fast paced firm located in Farmington Hills is in search of a full time Receptionist with some experience to fill a front desk position. The applicant must have typing & wordprocessing skills, excellent phone etiquette, professional appearance, & own their own transportation. Please call or submit your resume to:

CERTIFIED REALTY, INC. Receptionist Position 38345 W. 10 Mile Rd Suite 300 Farmington Hills, Mi. 48024 477-1700

RN/LPN needed for orthopedic office. Part time. Call Anna 244-9428

SALES SECRETARY Plymouth. Good sales quotes, etc. experience. Locus 1-2-3 & WordPerfect. $10K range. Full corporate benefits. Fee paid B. HAMIL PERSONNEL 424-5470

SALES SECRETARY $19 to $20,000 Prominent suburban company seeking creative secretary with excellent typing & word processing skills. Interact with sales people in a very interesting business. Fully paid benefit package including bonuses. ALL FEES COMPANY PAID PERMANENT STAFF Livonia: 591-2221 Troy: 585-2720 An Equal Opportunity Employer

504 Help Wanted Office-Clerical

RECEPTIONIST: Immediate opening! Corporate Headquarters located in Bloomfield Hills seeks motivated individual to present that crucial first impression of our company. Ideal candidate possesses excellent phone skills and a professional, outgoing personality. Duties include typing 50 wpm, greeting visitors, varied clerical duties. Send resume to RCEI, 2555 S. Telegraph Rd, Suite 170, Bloomfield Hills, MI 48013. Attn Dawn.

RECEPTIONISTS

3 positions offering excellent pay area available at Farmington Hills! Individuals must have at least 6 months experience on Multiline or Switchboard. Long term employment. Please call us today!

WE PUT EXPERIENCE TO WORK.

ENTECH SERVICES, INC. 737-1744

SALES ASSISTANT $15,000 No fee Major Southfield firm! Top benefits! Advancement! Need 1 yr data entry experience and top phone skills. RUS ASSOCIATES AGY. 540-4130

SALES SECRETARY Busy Sales Office is seeking a Secretary with excellent typing. Composition & organizational skills. Word processing & telephone experience helpful. For an interview, call Mary at 424-0900

GENERAL SECRETARIAL - Troy based company in industry entertainment is looking for a professional with good typing skills who is familiar with word processing. Excellent phone manner, & is very detail oriented. Fast paced, hectic pace, work environment. For more information on this entry level position call Terry at 362-4141

OFFICE ASSISTANT $7-$10 per hour. Permanent part time position. Mon, Wed, Friday. Southfield. Good at self direction, grammar & math. Typing accurate & speed. Good phone manner. Paralegal or accounting background a plus. Send resume to Box 234, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ENTRY LEVEL SECRETARY $14,000 Great opportunity for growth potential. Must type 50wpm & possess computer or word processing experience. Minimum 1 year phone skills, stable work history is required. Excellent benefits. Qualified candidates must pass testing. Call for an interview. ALL FEES COMPANY PAID PERMANENT STAFF Troy: 585-2720 Livonia 591-2221 An Equal Opportunity Employer

SECRETARIAL POSITION-Part time (Bloomfield Hills) office 20-30 hrs/wk. Good skills required, word processing experience helpful, mature candidates welcome! Call 642-6326

SECRETARIAL Several entry level positions have recently become available for individuals with excellent secretarial skills. If you possess good communication skills, accurate typing of 50wpm & word processing/PC experience we may have the opportunities you are looking for. Responsibilities will include answering phones, making travel arrangements, administering corporate projects & miscellaneous clerical duties. We offer a complete benefit package. Qualified candidates should send resume or apply Mon-Fri 9am-4pm.

Human Resources FIREMAN'S FUND MORTGAGE CORPORATION 27555 Farmington Rd. Farmington Hills, MI 48018 Equal Opportunity Employer M/F

SECRETARIAL/TELEPHONE Receptionist - full time. Ask for Ellen. 637-2400

SECRETARIES Our expanding company is in need of professional secretaries, word processing secretaries. Must know English, Write 4 or Lotus. Farmington/Southfield area. Call. 528-8100

SECRETARIES Several positions open in Southfield. $250 per week. Proper business attire required. Recent high school grads welcome 355-3737

ALLSTATE CELLULAR

SECRETARY/ASSISTANT 8:30 am - 2:30 pm Mon-Fri. To type, keep records, run errands, do light housework. Must be fond of female employer's home. Good character, trustworthiness, and organization a must. Desire to learn operation of a non-profit society helpful. $7 per hour. 661-5474

SECRETARY Computer, Word processing, typing, & administrative work. Send resume or letter to: AFC Roofing, 13101 Eckles Rd., Plymouth, MI 48170

SECRETARY experienced, part time, for law office. 13 & Telegraph area. 258-5959

SECRETARY

ADVO System, Inc., the nation's leader in Direct Mail advertising, is seeking a career-minded, dedicated individual who is looking for a career in sales and advertising organization.

- 1-2 years secretary experience.
- Excellent typing skills
- IBM PC experience preferred (Lotus 1-2-3 required)
- Ability to professionally interact with both clients and sales executives
- Outstanding communication ability
- Must be able to organize work and follow through on assignments

POSITION OFFERS:

- Good starting salary and fringe benefits
- Professional work environment

To arrange and interview, please call between 8:30 and 4 PM, 425-8190 or submit your resume with salary history and requirements to L. Andrews, ADVO-System Inc., 12052 Merriman, Livonia, MI., 48150.

An Equal Opportunity Employer

SECRETARY Dynamic Insurance agency in Southfield is now interviewing for a diversified and career oriented secretary. Position offers lots of growth and a great work environment. Call WOMAN PERSONNEL DIR. 31733 Northwestern Hwy, Ste 109E Farmington Hills, MI 48018

Attn: Ms. Lynn

SECRETARY - ENTRY LEVEL For private foster care agency. Typing skills of 60wpm required with excellent grammar & organizational skills. WordPerfect experience helpful but not required. Excellent benefits. Please send resume to: 91 B. Telegraph, Pontiac, MI 48053

SECRETARY - Experienced Full time position for GA Dept. of a health care management (insurance) company. Requirements include ability to organize & maintain dept. business activities. Excellent communication & management skills. Typing, 50wpm & word processing experience. Salary commensurate with experience. Call 558-2579 or send resume to: PO Box 847, Lathrup Village, MI. 48076 Attention G. A. Dept.

504 Help Wanted Office-Clerical

Secretaries

WE NEED YOU!!!

If you're an experienced word processor or secretary, we need you to come to work today. Or, if you have good basic clerical skills, Kelly Services training can help you keep pace with a rapidly changing work place.

Training and cross training available on:

- Multimate
- Displaywrite IV
- Word Perfect
- Word Star
- Apple/Macintosh
- And more!

We offer excellent pay, holiday pay, vacation pay and the opportunity to work for some of the best companies in town.

For details, call

Farmington Hills 471-2050

KELLY TEMPORARY SERVICES

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SECRETARY - busy Livonia real estate office has immediate position with opportunity for advancement. Outstanding oral & written communication skills required. Knowledge of word processing & computer programs desired. Own transportation, salary negotiable. Light typing & basic bookkeeping. Send resume to K. W., 31153 Plymouth St., Suite 104, Livonia, MI 48150

SECRETARY- For Birmingham law firm. Intelligent, dependable & personable. Perfect 5-0 experience preferred. Varied duties. Call Mrs. Kaplan 540-7000

SECRETARY for pulsetronics company full time. General office duties. Must have pleasant phone manner. Call Mary between 9-3pm. 477-0900. For appointment call. 425-9533

SECRETARY For Bermingham tax oriented law firm. Excellent typist with Word Perfect background required. Call Kevin Bannon, 700 E. Maple, Suite 200, Birmingham, Mich. 48009

SECRETARY for special events dept. of statewide health organization. Must be organized, detail oriented & able to work independently. 3 yrs. office experience necessary. Word processing experience essential. Submit cover letter & resume to: Personnel Director, P.O. Box 160, Lathrup Village, MI 48076

SECRETARY Full time position. Good typing skills with knowledge of WordPerfect. Requires communication skills. Salary with benefits. Send resume to: Personnel Director, 1471 S. Woodward Ste 20, Bloomfield Hills, MI 48013

SECRETARY: Full-time, computer knowledge required. Typing 50+ wpm. Fast, good phone manner & phone skills. Farmington Hills wholesale floral company. 553-0647

SECRETARY Full time - fast paced office. Must have WordPerfect 5.0. Typing 50wpm. Salary based upon experience. Good benefits/pension. Profit sharing included. Professional corporate company. Contact: Ms. Smith between 8am-5pm 846-5735

SECRETARY Good shorthand, typing and word processing skills required for busy property management firm. Good communications skills, with ability to interact with others in a friendly, professionable manner. Send resume to: Box 242 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd, Livonia, Michigan 48150

SECRETARY - Invoicing, Bidding & Management of daily operations. Excellent typist, Word Perfect, Lotus & must. Construction background preferred. 553-3170

SECRETARY - Small manufacturing company located in Novi needs a secretary to handle telephone, have good typing skills, capable of dictaphone. Hours 8:30am to 4:30pm Mon -Fri. Call Ms. Hoffman at Mr. Drain at Co. 347-2424

SECRETARY NEEDED for Southfield based property management company desires an energetic, organized person to type, answer phones, word processing. Call 352-3300

SECRETARY

OFFICE OF UNIVERSITY RELATIONS THE UNIVERSITY OF MICHIGAN

The University of Michigan Office of University Relations is seeking candidates for the position of secretary. As the secretary to the dean, you will provide responsible secretarial and administrative support to University Relations professional staff, operate various office machines, using various software packages, monitor calendars and schedules, respond to inquiries of a sensitive or confidential nature, and initiate, edit and route general correspondence in a busy office.

Necessary qualifications include a High School diploma, including courses in secretarial practices, typing, machine transcription, or office procedures, or an equivalent combination of education and experience, plus three to five years of secretarial experience and familiarity with computers and word processing.

We offer an excellent staff benefits package, including:

- Paid vacation and holidays.
- Health insurance plan options
- Dental assistance plan
- Retirement plan with immediate vesting

Please forward two copies of your resume to:

THE UNIVERSITY OF MICHIGAN Employment Services 2031 Wolverine Tower Services Building Ann Arbor, MI., 48109-1432 Affirmative Action Employer An Equal Opportunity Employer

SECRETARY - PART-TIME 5 days, 8am-1pm. General Office & Computer experience helpful. Bertlerjones, 541-5373

SECRETARY - part time, non smoker, 1 person office. Typing & computer experience & light bookkeeping. Send resume to: P O Box 52487, Livonia, Mich. 48152

SECRETARY Part time. Top pay for dependable, mature person with secretarial skills. Town Center, Southfield. Call Mr. Watson 352-0620

SECRETARY - Part time for Redford area law firm. Must have excellent telephone answering & general clerical duties. 535-1300

SECRETARY Professional Real Estate Appraisal, located in Farmington Hills, is seeking full/part time secretarial help. Typing skills are a must and word processing experience needed. Familiar with FNMA appraisal form and real estate terminology helpful. Must communicate with skill and experience. Prospect resume and call 851-2978

SECRETARY/ RECEPTIONIST needed for small Southfield office. Part-time, flexible hours, 20-25 hrs/wk. Perfect 5.0/dBoyum, good spelling & grammar skills, non smoker preferred. Responsibilities will include general office duties. Send resume to: B. Hanlon, 3231 W. Big Beaver, Ste 114, Troy, MI 48084

504 Help Wanted Office-Clerical

SECRETARIES

- EXECUTIVE SECRETARY to $22K
- SECRETARY TO V.P. to $20K
- RECEPTIONIST to $15.3K

PERSONNEL SYSTEMS 459-1158

SECRETARY OUTSTANDING OPPORTUNITY Well known law firm seeks Secretary. Over - years of legal experience and top notch skills for highly visible position. Great atmosphere, benefit package and salary. Send resume to: Arthur Thomas & Associates 4000 Town Center, Suite 578 Southfield, MI 48075 Or Call 355-4140

SECRETARY - part time, 4 days/week, typing in busy office, word processor helpful. Approximately 20 hrs. per week. Great atmosphere. Call Mrs. Town Center, Suite 560, Southfield 352-8300

SECRETARY/RECEPTIONIST Entry level position for fast growing company. Must have excellent telephone skills, type 50 wpm and handle people with tact and patience. Full time, great benefits. Call Jennifer 355-1980

SECRETARY (SALES) High tech firm in Southfield is seeking a responsible individual for busy sales department. Duties include greeting visitors, direct telephone calls and word processing. Must have 2 years corporate experience. The ideal candidate will possess previous secretarial experience, word processing and typing skills and a pleasant personality. Excellent with dealing with people. Good opportunity for self-starter. Salary and benefits negotiable. Send qualifications to: Secretary Sales, P. O. Box #451, Lathrup Village, MI. 48076

SECRETARY - small southfield law firm has an immediate opening for an experience Secretary. Some political experience helpful. Excellent typing skills. Word processing with experience. Please send resume to: Box 244, 17000 W. 12 Mile, Ste 200, Southfield, Mich 48034 or phone 352-5040

SECRETARY Southfield - Lathrup law firm needs secretary with word processing experience. Excellent typing & basic bookkeeping background. Please send resume with salary requirements to: P.O. Box 70, Southfield, MI 48037

SECRETARY Southfield/Birmingham law firm requires individual with good typing & English skills, shorthand & word processing helpful. 540-4100

SECRETARY: SOUTHFIELD, greater Hegel, seeks Secretary/Receptionist. Office Manager type efficiency, with bookkeeping & typing skills, plus a personable, Responsible person seeking security, Flexible hrs, Pleasant working conditions, & competitive remuneration. Send resume to Box 7, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY Wanted for fast paced office located in W. Bloomfield. Knowledge of typing skills required. Please call Julie at 626-3291

SECRETARY/WORD PROCESSOR for Southfield accounting firm. Experienced in WordPerfect & Quattro. Call Diane 357-2400

Secretary/ Word Processing Supervisor "Hands on" role for secretarial professional to assist environmental engineers/scientists accurate & timely technical reports. Minimum 4 years secretarial experience. Strong attention to guide & direct word processing group on 18386 PC. Send resume with supervisory salary requirements to: Human Resources Manager, NTH Consultants, Ltd. 38953 Hills Tech Dr. Farmington Hills, 48331 Affirmative Action Employer

SUPERVISORY AIDE - Part time Must type, have clerical skills, and a computer experience. Able to deal with public. Some nights & weekends. Call Ms. Hoffman 746-8703

SWITCHBOARD/FULL TIME for Southfield auto dealership. Excellent salary. Call Mr. Bob Clark 353-8000

SWITCH BOARD RECEPTIONIST: For busy Southfield office. Includes duties, Health, Pension, Dental and Life insurance. Apply in person at Jack Demmer Ford: 37000 Michigan Ave. corner Newburgh.

TELEPHONE OPERATOR

Full time position, experience on System 75 helpful but not necessary. After 1pm.

AIR GAGE CO 12170 Globe Rd Livonia, MI 48150 (1 blk E. of Newburgh) An Equal Opportunity Employer

Temporary Resources THE PERSONAL TOUCH IN TEMPORARY HELP

Dependable people needed to work long & short term assignments.

Typists Word Processors Receptionists Accounting Clerks Secretaries

Data Entry Operators Call Now

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Ann Arbor 769-0924 Detroit 652-0818 Troy 588-9210 An Equal Opportunity Employer

VICTOR ADVANTAGE

Source of income, flexible schedule without pressure of permanent employment, coverage daily. Never a fee & no contracts.

- File Clerks
- Receptionists
- Data Entry
- Secretaries

Victor Interim Services 474-8722 Equal Opportunity Employer M/F

WAREHOUSE POSITIONS Full time, Southfield location. Must be previous PM-Lite experience. Excellent benefits. Send resume to: Attention: Mary, P.O. Box 3061, Southfield, MI 48088.

WE ARE A Southfield-based company designing, operating & marketing high volume production within the automotive industry. We have 6 permanent positions available.

RECEPTIONIST Promotion minded ambitious entry level opportunity. Willing to handle multi-line phone & type 45wpm accurately. Fast-paced, team-oriented, non-smoking environment. Must possess strong phone skills. Prior experience with a professional manner. Excellent benefits.

ADMINISTRATIVE CLERK Part-time. Looking for a dependable person to work Mon-Fri, 5-2:00, performing copying & distribution duties.

For consideration, please contact Ms. Smith - Mon-Thurs., between 7:30-3:00, and send resume. Fax No.: 557-0788. Walk-ins welcome.

Automated Marketing Systems Travelers Tower II 26533 Evergreen Rd., Ste. 400 Southfield, MI., 48076 332-8805

504 Help Wanted Office-Clerical

TAKE THIS JOB AND LOVE IT!!!!!

IMMEDIATE OPENINGS FOR: Data Entry Receptionists Switchboard Word Processors Typists Telemarketers (experienced preferred) Accounting/Bookkeepers

Full time days available Call today - Work tomorrow!

SNELLING TEMPORARIES Call for an Appointment Today!

37825 Ann Arbor Rd. Suite 101-A Livonia, 464-2100

17200 W. 10 Mile Suite 103 Southfield, 557-5700 NEVER A FEE

TITLE COMPANY soliciting resumes from experienced title professionals having 5+ years experience. Send resume to: Lawyers Title-Joy, PO Box 3200, Troy, MI 48084. EOE/M/F

VIP SECRETARY/RECEPTIONIST We need a Very impressive Personal Assistant for our Bloomfield office. Must be organized, with good office skills, professional appearance and great phone manner. Much public contact involved. Excellent benefits. Call between 11am-2:30pm

358-3727

WANTED older workers if you are an Oakland County resident, 55 or older interested in part time employment in an office setting call. SER Agency on Aging 1-5. 549-2333

WARRANTY CLERK needed for large GM dealership. Salary commensurate with experience. Send to: Box 348, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

WORD PROCESSING (Lawsie, Interrogatories, Briefs, Wills, Contracts) DWI, 50 wpm plus, $140C/mo. Call Wanda at Unforce 646-7664

WORD PROCESSOR - Large Southfield Corporate Center needs secretary, Farmington Hills, Livonia firm, type 50 plus, $1400/mo. Call Unforce 473-2932

WORD PROCESSORS!!! Xerox 8085/Macintosh Urgent & immediate need exists for Word Processors with experience using the Xerox 8085 &/or Macintosh. Systems for large corporate assignments with possibility of direct employment. Generous wages/benefits. Call Sarah Parker Central in Troy. 362-8000

THE EMPLOYMENT CONNECTION 465-3900 or 425-3220

WORD PROCESSOR - Island candidate we have the perfect position for you! Ideal candidate will have 2 years experience with Microsoft Word and Pagemaker, plus the ability to produce documents quickly and accurately. Considerable amount of filing required. Call Mrs. Ann Marie Gaffney or Jill Conn, Horgan between 9am and 11am at 351-0200

MIDWEST BENEFITS CORP. 25505 W. 12 Mile Rd. Suite 3000 Southfield, MI 48034

Word Processors needed immediately for short term, long term and temporary to permanent positions. See today the businesses who appreciate your skills and offer

$9 + PER HOUR ARBOR TEMPS 459-1168

Word Processors Up to $10/hr

Long & short term assignments available.

CALL WORDPERFINE TODAY 358-4270

WORD PROCESSOR - Rochester law firm seeking experienced word processor. Must be multi located in a fast paced environment. Qualified candidates must type a minimum of 60 wpm, have Basic grammar & communication skills. Send resume to Gilbert - Webster Engineers, Supreme Word Processing, PO Box 57004, Auburn Hills, MI 48057

An Equal Opportunity Employer

WORD PROCESSORS NEEDED

WordPerfect 5.0 Displaywrite 3 & 4 IBM 36 IBM 5520

We are recruiting word processors for our Southfield, Troy, Farmington Hills, the downtown & metro areas. Hurry & call today for your appointment.

TOP PAY & BENEFITS

FREE TRAINING for qualified applicants with typing 55+wpm

CORPORATE PERSONNEL SERVICES

Livonia 478-1010 Detroit 963-0292 Berkley 398-8900 EOE M/F/D/H

W. Bloomfield Waterford Commerce Twp.

- 10 Data Entry Clerks Needed
- Long term assignments
- Excellent salary
- Fridays pay

SNELLING TEMPORARIES 528-5122

W. Processing

Start Work Right Away

If you're ready to work immediately, Kelly Services is the place to call. If you have word processing experience and are available we may have the assignment for you. Medical terminology and transcription skills a plus.

Call our office today for more information and to schedule an appointment.

Bloomfield 642-8650

Pontiac. 338-0338

KELLY TEMPORARY SERVICES

"The "Kelly Girl" People "The First And The Best" Not An Agency, Never A Fee Equal Opportunity Employer M/F/H

505 Help Wanted Food-Beverage

ASSISTANT BAKER/PREP COOK New restaurant, Kensington Plaza. Good pay & benefits. 454-1444

ATTENTION WHITEPOPLE Do you enjoy being with seniors? We're looking for Servers in our dining room, full & part time. Will train. For further details please contact Jan at: Franklin Terrace Apts. 358-0212

BAR STAFF, WAIT STAFF, COOKS Apply within between 3pm-10pm. Peter's Keyboard Lounge, 1870 S. Wayne Rd., Westland. 728-9330

505 Help Wanted Food-Beverage

APPLICATIONS now being accepted at Yafa's Flame Broiled Chicken. Front our winning team. Enthusiastic & hard working employees needed full & part time. Cashier, Cook, Kitchen Prep positions. Apply Mon-Fri. 8-4, located in Livonia Mall. Make Rd., next to Crowleys at Livonia Mall 474-9570

BARPERSONS WANTED. No experience necessary. Excellent pay, excellent tips. Day and night shifts. Full and part time. Call Sam 10-6 PM. 427-1137

Bates Hamburgers Now hiring for all shifts. Flat and part-time. Excellent pay. Apply in person 8am-11am or 2pm-5pm 33406 Five Mile, Livonia

or

22291 Middlebelt, Near 9 Mile, Farmington Hills

BOB EVANS - SOUTHFIELD 559-5588

Now hiring experienced servers and experienced grill cooks. AM & PM Apply 30 Mile & Lasher

BUDDY'S PIZZA - LIVONIA Hiring Pizza Makers/Oven Operators. Afternoon shift. Flexible hours. Starting wage $4.25 per hour. Experience preferred but not necessary. We will train you to be part of our winning team. Apply in person anytime, 33605 Plymouth Rd.

BUSSERS - earn $6 to $8 an hour working! That's right but hurry these positions fill quickly. Experience helpful but not required. Reliable hard workers. Apply. Beau Jacks, 4100 W. Maple, Birmingham

CHEF Major franchise property seeks experienced, creative executive chef. Must possess strong employee relations, training, food cost control skills. 3-5 years experience in high volume hotel and/or restaurant. Progressive company. Excellent benefits & salary. Send resume to: Box 338, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

CLEATS RESTAURANT in the Canton Sportsad Center is looking for a Bar Manager, assistant manager, Bar and supervisor experience preferred. Send resume to or apply at: Cleats Restaurant, 46555 W. Michigan Ave, Canton, Michigan

COOK - Full time position available in residential care facility for children & adolescents. High school diploma or GED & experience preferred, but willing to train an interested party. Lunch & dinner in an institutional facility. Starting rate of pay is $5.30 per hour. If interested contact the food services supervisor at St. Vincent & Sarah Fisher Center in Farmington Hills at 626-7527

An Equal Opportunity Employer

COOK - LIGHT HOUSEKEEPER Fri. & Sat. night. Non-smoker. Experience, references. 655-2755

COOK Sweet Lorraine's Cafe was selected "Restaurant of the Year" by Detroit Monthly Magazine. To maintain our high standard, we are looking for a quality cooking person to join our staff. This is an excellent opportunity for the right person. Please call 539-5966 to arrange for interview

COOK - WAIT STAFF Berkshire Porter Experienced cook with references. Near RenCen. Call 9am-3pm. 259-3273

DAY HOST PERSON Good pay. 11:30-2:00 Mon-Fri Clancy's in Farmington Hills 477-7177

DAY SERVERS Immediate openings for A.M. Servers, part & full time. Health & Meal benefits available. If you're experienced, reliable & want to make money, apply in person Mon-Fri. 2-5 Max & Erma's, 31205 Orchard Lake Rd., Farmington Hills 855-0990

DISHWASHER Good pay & benefits. Call Sweet Lorraine's SOUTHFIELD 559-5966

FAST FOOD FULL OR PART TIME Apply in person: Tubby Sub Shop 16304 Middlebelt, Livonia

FOOD SERVER - part time, eve per day, Mon-Fri. 2pm-6pm. For senior citizens housing facility in Farmington 626-6560

HELP WANTED - Full or part-time wait person. No experience necessary, but experience preferred 453-7029

HIRING DAY waitstaff, also day and night bus staff. Apply at Macaroni's, 126 E. Main, Northville

HOLIDAY INN LIVONIA WEST is accepting applications for the following positions:

- Coffee Break Attendants
- Banquet Porters
- Dishwashers
- Line Cooks

We offer excellent benefits, including 3 weeks paid vacation after 1 yr. Paid holidays, life insurance, uniforms, & health insurance. Please apply in person at I-275 & 8 Mile Livonia

Equal Opportunity Employer M/F

HOLLYS NOW HIRING part time or full time dishwashers. Apply at Holly, 1020 Ann Arbor Rd., Plymouth 459-4190

HOST PERSON Full/part time. Days or evenings. We train. Apply in person Mon-Fri. The Ground Round, 13 & Orchard Lake, Farmington Hills, 851-7220

HOTEL POSITIONS AVAILABLE The Wyndham Garden Hotel in Novi

- SAUTE COOKS - experienced
- RESTAURANT SHIFT LEADER

Excellent benefits & wages. Please call for information 344-8800

EOE M/F/H

JOIN OUR TEAM Hungry Howies is accepting applications for part time helpers. Flexible hours & delivery. Apply at: 21019 Farmington Rd., Farmington Hills. 476-8222

LINE COOK/PANTRY help needed. Full time/part time. AM/PM. Hours to suit. Apply at Lone Eagle, 3725 Rochester Rd., Troy. Between Square Lake Rd./Long Lake Rd.

LINE COOKS/PRE